

Unit 5: Briefings



FEMA

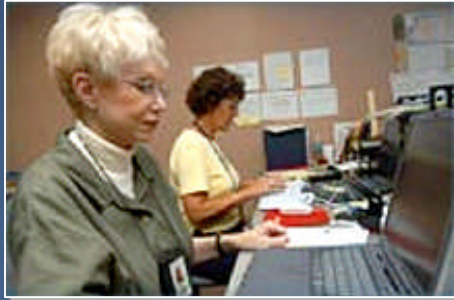


Unit Objectives

- Describe components of field, staff, and section briefings/meetings.
- Give an operational period briefing.



Types of Briefings/Meetings



Staff-Level Briefings: Delivered to resources assigned to nonoperational and support tasks at the Incident Command Post or Base.



Field-Level Briefings: Delivered to individual resources or crews assigned to operational tasks and/or work at or near the incident site.



Section-Level Briefings: Delivered to an entire Section (e.g., the operational period briefing).

Briefing Checklist



- ✓ **Situation**
- ✓ **Mission/Execution**
- ✓ **Communications**
- ✓ **Service/Support**
- ✓ **Risk Management**
- ✓ **Questions or Concerns**

Activity: Briefing Information

Instructions:

1. Each group will be assigned one type of briefing (staff, field, section).
2. For the assigned type of briefing, list the specific types of information that you think should be in briefings. You may want to refer to the two previous visuals.
3. Choose a spokesperson to present your findings to the class. Be ready to present your list in 15 minutes.

Staff-Level Briefing Topics

- Work area
- Safety issues and emergency procedures
- Specific tasks for the work period
- Coworkers, subordinates
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Communications protocol within the unit
- Expectations:
 - Meeting attendance and schedule
 - Quantity and quality of work
 - Timelines
 - Schedule for updates and completed products



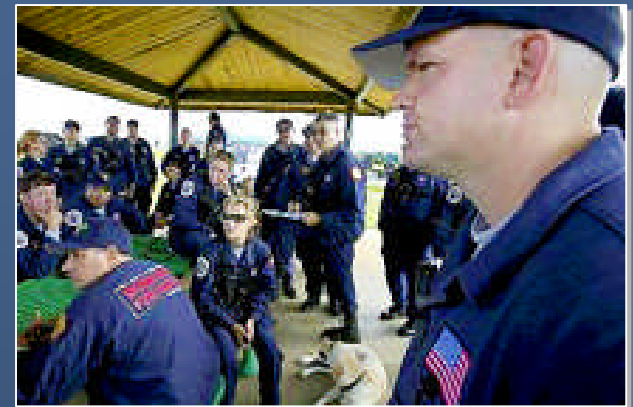
Field-Level Briefing Topics

- Work area
- Scope of responsibility
- Safety issues and emergency procedures
- Specific tasks for the work period
- Communication channels and protocols
- Coworkers, subordinates, supervisor, and adjoining forces
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Expectations



Section-Level Briefing Topics

- Scope of work assigned to the Section
- Section organization
- Work site/area/facility layout
- Safety issues and emergency procedures
- Staff introductions
- Section meetings schedule
- Process to obtain additional resources, supplies, and equipment
- Expectations
- Scope of responsibility and delegated authority



Operational Period Briefing

The operational period briefing:

- May be referred to as the shift briefing.
- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan to supervisors within the Operations Section.
- Should be concise.



Operational Period Briefing: Agenda (1 of 4)



- **Planning Section Chief:** Reviews the agenda and facilitates the briefing.



- **Incident Commander:** Presents incident objectives or confirms existing objectives.

Note: Objectives may be presented by the Planning Section Chief.

Operational Period Briefing: Agenda (2 of 4)



- **Current Operations Section Chief:** Provides current assessment and accomplishments.



- **On-Coming Operations Section Chief:** Covers the work assignments and staffing of divisions and groups for the upcoming operational period.

Operational Period Briefing: Agenda (3 of 4)



- **Technical Specialists:** Present updates on conditions affecting the response (weather, fire behavior, environmental factors).



- **Safety Officer:** Reviews specific risks to operational resources and the identified safety/mitigation measures.



- **Special Operations:** Briefs on Air Operations (if activated).

Operational Period Briefing: Agenda (4 of 4)



- **Specific Section Chief/Unit Leaders:** Present information related to ensuring safe and efficient operations.



- **Incident Commander:** Reiterates his or her operational concerns and directs resources to deploy.



- **Planning Section Chief:** Announces next planning meeting and operational period briefing. Adjourns the meeting.

Activity: Operational Period Briefing

Instructions:

1. Working as a team, prepare an operational period briefing using the information from the Emerald City Flood scenario begun in the previous units.
2. Include the following roles:
 - Incident Commander
 - Planning Section Chief
 - Operations Section Chief (assume no change of command)
 - Safety Officer
 - Weather Specialist
3. Be prepared to present your briefing in 20 minutes.

Summary

Are you now able to:

- Describe components of field, staff, and section briefings/meetings?
- Give an operational period briefing?

